February 4, 2014

REQUEST FOR PROPOSALS
RFP MODIFICATION No. 2
DBE Assessment Services for NYSDOT
Contract #C031181

Dear Interested Party:

Reference is made to the subject solicitation wherein the following change is hereby incorporated:

1. After Attachment 14, Add new Attachment 15: Questions and Answers Set Two.

All firms are reminded that proposals are due February 20, 2014 at 2:00 PM (EST).

No other provision of the solicitation is otherwise changed or modified.

A one-page mandatory ACKNOWLEDGEMENT reply is attached. To ensure that your proposal is deemed to be responsive to the RFP, acknowledgement receipt of RFP Modification #2 is required by all firms submitting proposals. Acknowledgement instructions are to be found on RFP Modification #2 page number two. Thank you.
ACKNOWLEDGEMENT OF RECEIPT: MODIFICATION NO. 2
Request for Proposals Contract #C031181
DBE ASSESSMENT SERVICES FOR NYSDOT

An authorized representative of your firm or organization must acknowledge receipt and acceptance of this Modification No. 2 by signing and returning one copy of this Modification to the undersigned via inclusion in the Contract Section of your firm’s Part II Cost and Contract Proposal to NYSDOT.

ACKNOWLEDGED AND ACCEPTED:
BY: ______________________________
NAME: ___________________________
TITLE: ___________________________
FIRM: ___________________________

NYS DEPARTMENT OF TRANSPORTATION
BY: original signed by: Barbara Sonenberg, for WILLIAM A. HOWE
Director, Contract Management Bureau
Question 39: Modification One, Page 8 states that the consultant may only review firm’s documents (ie tax returns) during an on site visit and not possess them. If for cost reasons an interview is conducted via SKYPE or telephone can the consultant request information electronically?

Answer 39: The RFP Modification #1 revised the original RFP Section 3.2.6 to state: “NYSDOT may direct some gathering of follow-up information to be accomplished electronically, via phone or Skype. All initial site visits will occur in person. Follow-up visits will be conducted electronically.” Therefore, during the required in-person site visit, the consultant will have the opportunity to review each DBE firm’s documents and extract the information needed, without ever possessing the documents. The same rule holds true: that no sensitive documents shall be kept by (during a site visit) or electronically sent to the selected Consultant. At no time should the Consultant possess hard copies, electronic copies (including recorded Skype, etc.) of any sensitive document which belongs to the DBE firm. The purpose is to protect the individual DBE firms so that their sensitive business documents may not become foilable; once the consultant has any type of copy of a document, that document could become foilable as the Consultant is working as an agent of the State.

Question 40: My firm is a DBE with the NYSDOT Work Codes 609 & 610 (Administrative Support). I am interested in this RFP #C031181 as a subconsultant. If I provide subconsultant services on this contract, may I provide subconsultant services on the upcoming RFP #C031192?

Answer 40: NYSDOT encourages the participation of certified Disadvantaged Business Enterprises (DBE) in this solicitation. The level of DBE participation will be relevant to the process of selecting proposals that will best achieve the overall goals of the Department. Please visit the New York State Unified Certification Program (NYSUCP) DBE Directory for certified. (see RFP Page 15). For this solicitation, NYSDOT has set a DBE Participation contract Goal of 20%.

Further, regarding levels of participation, RFP Section 2.2 (Page 2) states:

NOTE: A subconsultant who is proposed for more than 20% of the proposed total dollar value for labor of this contract may not propose as a Prime Consultant or be included as a Subconsultant for more than 10% of the proposed total dollar value for labor of the upcoming RFP for #C031192 DBE Business Development Services. Any proposal received for #C031192 that does not follow this guideline will be disqualified.

Therefore, a subconsultant may be proposed on both contracts as long as that subconsultant’s participation levels remains within the RFP’s stated guidelines.